Tehsakotitsén:tha
Kateri Memorial Hospital Centre
P.O. Box 10, Kahnawake, QC J0L 1B0 Tel: (450) 638-3930 Fax: (450) 638-4634 www.kmhc.ca

Internal/External Job Opportunity

Kateri Memorial Hospital Centre is located in the vibrant Mohawk Territory of Kahnawake. We have a 73-bed inpatient facility in a homelike environment and extensive outpatient services. KMHC is dedicated to strengthening the health and well-being of Onkwehshon:'a (people) and providing quality health and preventative care services.

POSITION

Administrative Technician for Director of Professional Services and Director of Nursing and Community Care
Indeterminate (permanent) Full-Time (35 hours per week)
Start Date: January 18, 2027

JOB SUMMARY

The Administrative Technician for Director of Professional Services (DPS) and Director of Nursing and Community Care (DONCC) is responsible for organizing and controlling the clerical aspects of the office of the DPS and DONCC. The Technician acts as a liaison for both Directors, maintaining good lines of communication.

REQUIREMENTS

Administrative/Secretarial Program Certificate and two (2) to three (3) years of job-related experience and/or training, preferably in the health field
Computer skills (Microsoft Office)
Excellent word processing skills
Good interpersonal skills, judgment and time management
Excellent office management skills
Must be able to communicate effectively both in a verbal an written manner
Must possess a good sense of responsibility, organization and decision-making skills and professional attitude.

SALARY

In accordance to the Quebec Ministry of Health and Social Services (MSSS) reference Group 2101:
Echelon 1 $27.78 to Echelon 12 $37.08 per hour, depending on experience.

DEADLINE

Tuesday November 17, 2026

APPLICATIONS

Please submit the following documents:

- ✓ Application Form
- ✓ Letter of Intent
- ✓ Resume
- ✓ Proof of Educational Requirements

You can find the following documents on www.kmhc.ca/careers:

- ➢ Job Description
- ➢ Application Form

Submit applications to:
kmhc.hr.kahnawake@ssss.gouv.qc.ca

Please note that preference will be given to Indigenous candidates.
Incomplete submission packages will not be considered.
Only selected candidates will be contacted.

Posted: November 3, 2026

Tehsakotitsén:tha
Kateri Memorial Hospital Centre

TITLE:	Administrative Technician for Director of Professional Services and Director of Nursing and Community Care Group 705 Code 2101
DEPARTMENT:	DPS Administration
SUPERVISOR:	Director of Professional Services Director of Nursing and Community Care
STATUS:	Indeterminate Full-Time
EFFECTIVE DATE:	January 2027
REVISION DATE:	October 2026

JOB SUMMARY

The Administrative Technician for Director of Professional Services (DPS) and Director of Nursing and Community Care (DONCC) is responsible for organizing and controlling the clerical aspects of the office of the DPS and DONCC. The Technician acts as a liaison for both Directors, maintaining good lines of communication.

RESPONSIBILITIES

- Performs administrative and clerical duties for the DPS and DONCC.
- Acts as liaison between the two Directors, Hospital community and other organizations when required.
- Coordinates, plans, implements special projects for the two Directors, including collection and analysis of data.
- Performs routine office operations and procedures such as typing, minute taking, bookkeeping, correspondence, filing and other clerical activities.
- Demonstrates attitudes and behaviors that promote the delivery of safe care and services.
- Is vigilant and takes responsibility to ensure a safe environment for all.
- Declares all risk situations, near misses or accidents that are witnessed or discovered on KMHC premises.
- Has attitudes and behaviors which assure the provision of safe care and services.
- To foster an approach to care that is respectful, compassionate and culturally appropriate and competent, responsive to the needs, values, beliefs and preferences of clients and their family member, supporting mutually beneficial partnerships between clients, and health care providers.
- Work in an environment that honours the wisdom of Indigenous beliefs, language, culture and traditions.

DUTIES

- Assists both Directors in day-to-day work.
- Receives/Greets clients for Administration (2nd Floor).
- Answers telephone calls in a professional manner, gives information to callers or routes call to appropriate official and places outgoing calls.
- Records and transcribes dictated notes and prepares meeting minutes.
- Composes and types routine correspondence, reports and other material.
- Files correspondence and other records.
- Manages and files documents, e.g. Council of Physician, Dentist and Pharmacist (CPDP) administrative files – annual license and malpractice documents and assures all required administrative documents are signed.
- Copies and distributes correspondence or other printed matter.
- Prepares outgoing mail.
- Coordinates and maintains schedules, appointments and meetings for the two Directors.
- Processes workshop and conference information for the two Directors and coordinates their attendance.
- Carries out miscellaneous job-related duties as requested by both Directors.
- Conducts research using reference materials and other sources to gather information on assigned topics.
- Monitors the Short-Term Care and Saturday clinic physicians schedule. Communicates gaps to the Department of General Medicine Chief and supports processes of filling the schedule.
- Provides and maintains an orientation package for the CPDP.
- Provides assistance to co-workers for photocopier.
- Demonstrated ability to communicate effectively with Indigenous people, including sound knowledge and understanding of issues impaction mental, emotional, physical and spiritual health in contemporary society
- The commitment to learn about Indigenous culture and language to better understand and serve the clients

QUALIFICATIONS/REQUIREMENTS

<u>Education/Experience:</u>

- Administrative/Secretarial Program Certificate and two (2) to three (3) years of job-related experience and/or training, preferably in the health field.
- Computer skills, (Microsoft Office).
- Excellent word processing skills.
- Good interpersonal skills, judgment and time management.
- Excellent office management skills.
- Must be able to communicate effectively both in a verbal and written manner.
- Must possess a good sense of responsibility, organization and decision-making skills and professional attitude.

Language Skills:
Written and spoken competence in English and French are required.

Physical Demands:
While performing the duties of this position, the employee is frequently required to sit, stand, walk, talk or hear
The employee is required lift and/or move up to 25 pounds
The employee is required to use hands, fingers, handle or feel objects, tools, or controls
The work environment is that of a health-care facility with air temperature control and moderate noise levels.

Other Qualifications:

- Ability to work in a team setting.
- Ability to efficiently handle several tasks concurrently in different environments.
- Ability to learn office communication tools.
- Knowledge of Mohawk language, culture and history an asset.

The employee shall perform the services outlined in the above job description, including any related or incidental duties and responsibilities that may be assigned to him/her at any given time.

_____ _____
Incumbent Date

_____
Manager